



**City of Newark
NEW JERSEY**
GOVERNMENT RECORDS REQUEST FORM
(GENERAL FORM)

OPRA# _____
Office of the City Clerk
Kenneth Louis, City Clerk
920 Broad St.
City Hall, Room, 306
Newark, New Jersey 07102
Telephone: (973) 424-4116
Facsimile: (973) 733-4893
Email: OPRA@cl.newark.nj.us

Important Notice

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

Requestor Information – Please Print

First Name Rachel MI P Last Name Leven

Company The Center for Public Integrity

Mailing Address 910 17th St. NW, 7th Floor

City Washington State D.C. Zip 20006 Email rleven@publicintegrity.org

Business Hours Telephone: Area Code 202 Number 481-1253 Extension —

Fax Telephone: — — — —

Preferred Delivery: Pick Up US Mail X On Site Inspect

Circle One: Under penalty of N.J.S.A. 2C:28-3, I certify that I HAVE / HAVE NOT been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.

Signature R. Leven

Date 9/4/2019

Payment Information

Maximum Authorization Cost \$ 1000

Select Payment Method

Cash Check Money Order

Fees: Per Page – Business Paper @ \$0.05

Per Page – Legal Paper @ \$0.07

Delivery: Delivery / postage fees additional depending upon delivery type.

Extras: Extraordinary service fees dependent upon request.

Record Request Information: To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Please send any memorandums related to the use of city land for a community garden near the Newark Housing Authority Ketchmer senior high rise and town houses. Please search for this memorandum from 2012 through end of 2015. Please also send the document (email, letter, memo or whatever communication it was) that stated that land couldn't be used as a garden anymore.

I am a member of the media. Please apply any and all for waivers that were applicable.

AGENCY USE ONLY

Est. Document Cost

Est. Delivery Cost

Est. Extras Cost

Total Est. Cost

Deposit Amount

Estimated Balance

Deposit Date

AGENCY USE ONLY

Disposition Notes
Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

In Progress	-	Open <u> </u>
Denied	-	Closed <u> </u>
Filled	-	Closed <u> </u>
Partial	-	Closed <u> </u>

AGENCY USE ONLY

Tracking Information	Final Cost
Application # <u> </u>	Total <u> </u>
Rec'd Date <u> </u>	Deposit <u> </u>
Ready Date <u> </u>	Balance Due <u> </u>
Total Pages <u> </u>	Balance Paid <u> </u>

Records Provided

OPRA Representative Signature

Date



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First Name	Rachel	MI	P	Last Name	Leven
Company	The Center for Public Integrity				
Mailing Address	910 17 th Street NW, Apt. 202				
City	Washington	State	D.C.	Zip	20006
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Fax Telephone:	—	—	—	—	—
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Signature	B				
Date	9/5/2019				

Payment Information

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Cash Check Money Order

Fees: Per Page – @\$.05
Business Paper

Per Page – @\$.07
Legal Paper

Delivery: Delivery / postage fees
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delivery type.

Extras: Extraordinary service fees
dependent upon request.

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Please send me a list of all emergency shelters from September 2012 and at present. If that is too broad, please send me a list of all emergency shelters for Ironbound and south ward residents!

I am a member of the media. Please apply any and all applicable fee waivers.

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Est. Delivery Cost	_____
Est. Extras Cost	_____
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Signature [Signature]

Date 9/4/2019

Payment Information

Maximum Authorization Cost \$ _____

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Cash — Check — Money Order —

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Business Paper

Per Page – — @\$0.07
Legal Paper
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Please send me any evacuation route documentation the city of Newark has that is current. Please send me any routes that have been updated for the (onbound and southwards since October 2012. Please also send any routes for those locations from before October 2012.

I am a member of the media. Please apply any/all fee waivers that were applicable.

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Please send me a copy of Newark's response plan that lays out how the city of Newark intends to respond to natural disasters and other emergencies. Please send me a copy of the current plan, as well as any other versions of it published between 2011 and the date this request is processed.

I am a member of the media. Please apply any and all fee waivers that are applicable.

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